

# JOB OPPORTUNITY

## STATE OF CALIFORNIA

### CALIFORNIA TRADE AND COMMERCE AGENCY

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.



**CLASSIFICATION:** Associate Governmental Program Analyst (P/FT) **DATE:** June 29, 2000  
*Salary Range: \$3,764 - \$4,576*

**LOCATION:** Division of Tourism

**FILING DEADLINE:** July 12, 2000 or until filled

#### JOB DUTIES:

- Procedures, Development, and Analysis  
Interpret and develop regulations, forms, systems, and procedures. Identify and research issues regarding data entry processes and definitions. Prepare reports, issue papers, tables, charts, and budgets.
- Processing Assessments/Contacts with Assessed Businesses  
Review exemptions and assessment payments. Respond to more difficult inquiries; troubleshoot, research, and propose solutions to problems; update and verify database. Serve as lead over other analysts, interns, and temporary help.
- Compliance Review  
Conduct reviews of selected returns. Gather information and prepare recommendations regarding appeals and exemptions. Develop procedures. Review delinquent accounts, contact business locations, and review financial statements and tax records.
- New Locations  
Establish industry-specific methods of notifying newly created businesses of the requirements for registering. Initiate correspondence. Track responses.
- Special Projects and Other Duties  
Attend meetings and conferences. Prepare briefing papers and recommend remedies. Other duties as required.

#### DESIRED QUALIFICATIONS:

- Excellent analytical and communication skills;
- Experience developing forms, regulations, and procedures;
- Knowledge of California geography, cities, counties, and tourist sites;
- Strong interpersonal, negotiation, and problem solving skills;
- Knowledge of State administrative and regulatory procedures;
- Able to plan, organize, and complete projects and assignments accurately and on time; and
- Experience with Windows 98, Excel, and Access.

#### SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY

Contact: Dana Ross

Phone: (916) 322-2881

#### PLEASE SUBMIT YOUR APPLICATION TO:

California Trade and Commerce Agency

Division of Tourism

801 K Street, Suite 1600

Sacramento, CA 95814

Attention: Dana Ross

**RPA #00-182**